

## PMI BOARD ERVI SUBCOMMITTEE CHARTER

### SUBCOMMITTEE NAME:

## Appointee Qualifications Sub-Committee

**CHARTER EFFECTIVE DATE AND DURATION:** 1 November 2007 to 31 October 2008

Version #:	Date:	Description:
3	2 December 2007	Changes to Approved Version 2 from 8. Nov 2007 due to recommendations by Dorothy Hamilton, for approval by ERVI on 05. Dec.

**COMMITTEE PURPOSE:** *(Overall charge, purpose or focus of this committee in helping the PMI Board do its job.)*

Provide a list of potential Appointees to 2009 PMI Board Other Committees for PMI Board approval.

**DELIVERABLES:** *(Products the Sub-Committee is tasked to produce).*

### Ongoing Deliverables:

1. AQS to create a project management plan for the 2008 AQS work based on the "Procedures for Identifying Appointees to PMI Board Other Committees" and associated documents
2. AQS to compile a ranked list of recommended appointees and chairs to Other Committees in accordance with the procedures and requirements specified in respective charters and the established timeline. Other Committees served by AQS in 2008 include:
  - a. AQS – Appointee Qualifications Sub-Committee
  - b. ERC – Ethics Review Committee
  - c. EAC – Ethics Appeals Committee
  - d. CGC – Certification Governance Council
  - e. NomCom – Nomination Committee for the PMI Board of Directors
3. AQS to develop criteria for the qualifications required to serve on future AQS teams
4. ERVI Liaison to AQS to ensure that relevant confidential input on potential candidates is being solicited and applied by AQS
5. AQS Chair to update the "Procedures for Identifying Appointees to PMI Board Other Committees" and associated documents with lessons learned and the input of AQS, GOC and ERVI.
6. ERVI Liaison to AQS with the help of ERVI Chair to ensure that the ranked list is being reviewed by respective bodies and a motion for the Board Agenda is being brought forward
7. ERVI Liaison to AQS to ensure that any other proposed appointments for Committees, Boards and Councils that the PMI Board is required to approve, yet the AQS is not responsible for identifying, align with AQS deadlines and are included on the final committee appointee agenda template, as needed.
8. PMI Staff Liaison for AQS to ensure that a database of all Board Standing Committees and their terms is maintained.
9. ERVI Liaison to AQS to ensure adequate transition to subsequent AQS committee

**APPLICABLE GOVERNING DOCUMENTS:** *(Identify sections from PMI's governance documents related to roles and responsibilities of this committee, including any boundaries and limitations)*

- PMI Rule of the Board 6.4, PMI Board Committee Principles
- PMI Rule of the Board 6.5, PMI Board Standing Committees and Subcommittees
- PMI Rule of the Board 12.1, PMI Board Member's Code of Conduct (also applies to Committees)
- Internal Application Process 2008 in the most recent version (subject to change)

**Timeline (subject to change)**

January 2008: Kick-Off meeting for 2008 AQS

February 2008: Open call for applicants in *PMI Today*<sup>®</sup>, [www.pmi.org](http://www.pmi.org), *Leadership Links*, *Friday Facts* and *Community Post*.

March/April 2008: Committee to score preliminary applicants

May 2008: Conduct telephone interviews with finalists

June 2008: ERVI to propose potential slate (short list) of 2009 appointees of BoD Other committees to Gov Com & PMI Chair

July 2008: PMI GovCom reviews final list of nominees for presentation to BoD at NA Congress

NA Global Congress 2008: ERVI proposes motion to PMI BoD for approval 2009 committee appointees.

**ACCOUNTABILITY AND REPORTING REQUIREMENTS:** *(Reports to PMI Board through whom, when, how and about what?)*

Reports to the ERVI Chair monthly, who in turn reports to the Governance Committee.

**RESOURCES AND BUDGET:**

Budget (Per Rule 6.5.8, "financial and administrative support for Subcommittees shall be the sole responsibility of the sponsoring PMI Board Standing Committee")

- One face to face meeting
- Web based and telephone based interviewing service

**COMMITTEE COMPOSITION:**

- 5-7 appointed AQS Committee Members (includes AQS Chair), staggered 3 years term (at the PMI Board's discretion);  
AQS Committee members may not apply for PMI volunteer positions that AQS is recommending for (nominated and appointed by PMI Chair subject to Board approval)
- 1 ERVI Liaison to AQS as non-voting member (appointed by ERVI Chair)
- 1 PMI Staff Liaison as non-voting member providing support (appointed by the CEO)

**COMMITTEE CHAIR AND CONTACT INFORMATION:**

**AQS Chair:** Jen L. Skrabak

**ERVI Liaison to AQS:** Will be appointed in the NA congress

**PMI Staff Liaison:** Becky Anderson, Membership Development Administrator  
E-mail: [Rebecca.anderson@pmi.org](mailto:Rebecca.anderson@pmi.org)

**COMMITTEE CHAIR ROLES & RESPONSIBILITIES:**

- a. Guides the sub-committee in accomplishing the mission and objectives detailed in the charter and in accordance with the established policies of the Institute. Keeps the sub-committee focused.
- b. Ensures all sub-committee members are fully oriented on the objectives and deliverables of the sub-committee and on the process.
- c. Works toward building a sense of trust, productivity, and camaraderie within the sub-committee.
- d. Conducts meetings of the sub-committee and directs the communication for sub-committee matters.
- e. Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the sub-committee using the standard meeting notes template.
- f. Assigns tasks among the sub-committee members, as necessary.
- g. Works with ERVI Liaison to develop final reports, proposals and supporting documentation for the sub-committee accurately reflects the work of the sub-committee and is submitted in a timely fashion.
- h. Addresses non-productivity within the sub-committee.

**ERVIA LIAISON ROLES & RESPONSIBILITIES:**

The roles and responsibilities are valid as defined in the ERVI Committee Charter and are quoted here partly for convenience only:

- Serves as a focal point for communication and coordination with ERVI and the Board and drafts a motion for Board Appointees
- Reviews and approves any formal communication to candidates
- Resolves issues and questions for the AQS which are for ERVI, GovCom or the Board
- Participates in the lessons learned process to revise and improve the AQS process